

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

February 16, 2017

Chief James Gage
Elm Grove Police Department
13600 Juneau Boulevard
Elm Grove, WI 53122

RE: 2017 Annual Inspection, Elm Grove Municipal Lockup

Dear Chief Gage:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Elm Grove Municipal Lockup was conducted on February 7, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The two cells, interview rooms, and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a weekly basis which continues to be an excellent practice.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Elm Grove Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked at the facility.

Current Elm Grove procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by a supervisor. The Elm Grove Police Department continues to have all sworn officers maintain certification as Emergency Medical Technicians.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the Elm Grove Fire Department were completed on 8/25/16 and 2/26/16, respectively. Evacuation routes are posted, and fire protection equipment is readily available.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Elm Grove Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to my office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are being conducted and documented approximately [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

Detention of Juveniles 349.21

Your department has elected to not hold juveniles in your lockup per correspondence to this office. The policy and procedure requirements for the detention of juveniles are set forth in DOC 349.21. Should you decide to reconsider in the future, please contact this office to obtain further information on requirements, including those of the Department of Justice. A review of records confirmed that no juveniles were held in the Elm Grove Municipal Lockup since the last inspection.

Approval

The Elm Grove Municipal Lockup is approved for the detention of adults for up to 72 hours. It is not approved for the detention of juveniles. This approval is with the understanding that

continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Lieutenant Jason Kubiak for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: David De Angelis, Village Manager
Lt. Jason Kubiak
Kristi Dietz, ODF Director
File